

~~CONFIDENTIAL~~

OTE 86-3699

27 JAN 1986

MEMORANDUM FOR: Chief, Career Management Staff/DO

FROM: [REDACTED]

Director of Training and Education

SUBJECT: Training for Overseas Secretaries

REFERENCE: Your Memo to D/OTE, undated, Subject:  
Training for Overseas Secretaries/Clericals

1. Thank you for your comments on overseas training for secretaries. This clearly will be an important problem that we must work. The crux is that overseas secretaries not be penalized by the fact that they are overseas and that they get quality training, not just an undigested package of self-study material that will get them over the bureaucratic hurdle, but do little else. [REDACTED]

2. [REDACTED] Chief of our new Secretarial, Administrative, and Communication Training Division (SACTD), and [REDACTED] the Chief of SACTD's Secretarial Training Branch, are exploring a variety of options for delivering training overseas to secretaries and clericals. These include:

- purchasing suitable off-the-shelf self-study packages,
- using proven contractors to prepare self-study packages,
- [REDACTED]
- providing videotapes of course segments to supplement or entirely replace training courses in the field,
- consulting with FSI, NSA, and other Government agencies on their self-study programs.

~~CONFIDENTIAL~~

CONFIDENTIAL

SUBJECT: Training for Overseas Secretaries

25X1 In addition, Ken and Sylvia are talking with executive-level secretaries who have expressed an interest in rotating to OTE. We feel they could be of great help to us, not only in the way you described but also in the classroom and in the design of directorate-specific training, for example, orienting DO secretaries and clericals to field station procedures. [REDACTED]

25X1 3. We agree that Time and Stress Management, Getting Your Ideas Across, and Employee Development--courses involving a lot of student-instructor interaction and role plays--should be condensed and taught in the field, much as they were presented [REDACTED] 25X1 Many of the other courses you cited do 25X1 lend themselves to self-study and can most likely be packaged as suggested above. [REDACTED]

25X1 4. We appreciate your offer to be of assistance in this 25X1 endeavor. It might make sense for you to have one of your officers get in touch with Ken or Sylvia to get a dialogue going on how best to meet the requirements of overseas secretaries. They can be reached on [REDACTED]

CONFIDENTIAL

CONFIDENTIAL

SUBJECT: Training for Overseas Secretaries

25X1 C/SACTD/OTE:  (17 Jan. 86)

Distribution:

Orig - Chief, Career Management Staff/DO  
1 - D/OTE  
1 - EXO  
1 - ADC  
1 - SACTD

CONFIDENTIAL